



July 15, 2010

RE: Request for Qualifications (RFQ)
RFQ 4-100729CB– Heavy Highway Construction Training

The Missouri Highways and Transportation Commission (MHTC) – External Civil Rights Division is soliciting a Statement of Qualifications from professional firms or individuals with training experience in the heavy highway field. The goal of the training is to increase participation among minorities, female and disadvantaged middle school students in the highway construction workforce, and to prepare individuals for entry into apprenticeship programs in the St. Louis and Kansas City areas. Students will have the ability to talk with union and laborer organizations in the industry and have the opportunity to receive hands on experience with different heavy highway equipment.

A Statement of Qualifications provides information about a company, its experience, past performance, and specific capabilities.

Program Goals

MoDOT expects to achieve the following three goals at the end of the Heavy Highway Construction Training performance period:

1. Introduce at least 100 students from each of the St. Louis and Kansas City area schools to heavy highway industry. Provide highway construction hands-on training and exposure in various areas of heavy highway construction to students enrolled to participate in Heavy Highway Construction Training. It is anticipated that approximately 100 students from various high schools throughout each of the St. Louis and Kansas City areas will attend the Heavy Highway Construction Training.
2. Provide hands-on construction tools and equipment demonstrations to students in order to introduce the students to various tools and equipment that will be used on heavy highway construction projects. All students will have access to construction tools and equipment made available by the industry. It is expected that the students will have the opportunity to demonstrate (operate) the following equipment: Excavator PC35, Wheel Loader, Uni-loader, Excavator HR14, Backhoe, Trac Uni-Loader, Fork Lift, Bucket Truck, Drum Roller and Dump Truck. Provide an orientation and introduction to each of the following construction trades: carpenters, cement masons, laborers, ironworkers, painters and operating engineers.
3. Recruit students to become employed in the heavy highway industry.

Report Requirements

The Heavy Highway Construction Training Coordinator will be responsible for submitting a report detailing the services provided and ongoing progress toward the performance measurements of the program. These reports will be due one month after the day of the event. The report will include at least the following:

- Accomplishments during the reporting period.
- Additional items that may impact performance.
- Problems encountered and recommendations made and implemented.
- Status of goal attainment.
- All entries will be quantified and qualified for purposes of measurement.
- Budget Status that reflects the total program funding, expenditures to-date of report, explanation of deviation, if any from planned anticipated expenditures.

All training and reporting requirements must be completed by September 30, 2010.

The funding for this event has been received from the Federal Highway Administration, which was based on the statement of work that was submitted.

MoDOT reserves the right to reject any and all submittals. This request does not obligate the MHTC to pay any costs incurred by respondents in the preparation and submission of qualification statements.

RESPONSE CRITERIA

The Qualification Statements are to be informative and contain required information to be considered, however, they should be as concise as possible. Qualification Statements must include:

- Your organization:
 - Letter of intent to submit qualifications signed by an authorized party of your firm.
 - Contact/Firm name, address and telephone number.
 - General firm information including but not limited to age of the firm and training services history.
 - Describe how your firm's work is distinguished from that of your competitors.
- Training Team:
 - Name and resume of person(s) responsible for performing the work described in this RFQ. The inclusion of detailed educational qualifications and previous work assignments is essential.
- Recent Experience:
 - List current clients, including state government clients if applicable.
 - Provide a minimum of three references for similar services provided. This shall include the firm name, a brief description of the services provided, name of a

- contact person familiar with the services provided, their telephone number and email address.
 - Describe capacity to perform work in the allotted time.
 - Describe capability to complete projects within budgets.
- Proposed fee schedule: The award will be funded by the Federal Highway Administration (**FHWA**) in the amount of \$7,000 for the St. Louis area and \$21,000 for the Kansas City area. The Offeror must submit a proposed fee for all services defined in the Program Goals. This fee must be shown below in the Budget Summary for Training Services.

Budget Summary for Training Services

Line Item	Total Cost	In-Kind Donation	Requested from FHWA	Total Balance
Buses				
Breakfast - Volunteers				
Drinks				
Event Facilities				
Event Planner				
Facility/Rentals, tents, chairs				
Hard Hats				
Heavy Equipment				
Insurance				
Lunches - Volunteers				
Lunches - Students				
Passports/Student IDs				
Promotional Material				
Safety Glasses				
Safety Vests				
T-Shirts, Brochures, Promotions				
Teachers & Chaperones				
Volunteers				
Total				

SUBMITTAL REQUIREMENTS

Qualification Statements must be received no later than **July 29, 2010, at 2:00 PM** local time. For assistance or questions please contact Cheryl Bonner, Senior General Services Specialist at 573-526-8194.

Firms may submit a response to this RFQ for the St. Louis or Kansas City area, or both. If submitting a response for both areas, the response **MUST** be submitted in separate sealed

envelopes marked with solicitation number and city. Sealed envelopes containing the hardcopy RFQ can either be:

Hand Delivered or mailed to:

Cheryl Bonner
Senior General Services Specialist (Physical Address)
Missouri Department of Transportation
1320 Creek Trail Drive
Jefferson City, MO 65109

Cheryl Bonner
Senior General Services Specialist (Mailing Address)
Missouri Department of Transportation
P.O. Box 270
Jefferson City, MO 65102

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Bonner".

Cheryl Bonner
Senior General Services Specialist